

Submitting Recital Contract Materials

2018-19

To confirm their assigned recital slot, students must submit ALL recital contract materials **no later than 5 p.m.** on the designated deadline date. Submit materials all together via email to studentrecitals@northwestern.edu or in person at the Concert Management Office.

I. Required Contract Materials

To secure their assigned recital slot, students must submit ALL items below at the same time.

- Student Recital Contract** with applied professor's signature of approval
- Verification of enrollment for recital credit in CAESAR
- Completed **Recital Program & Web Copy**
- Additional typed page of program information
- Recital Reception Waiver**, signed and dated

II. Student Recital Contract

Obtain Faculty Approval

Students must be registered for applied study during the quarter their recital is given, and applied professors must provide their signatures on recital contracts to confirm assigned recital slots. (*Exception: DMA candidates who are approved and registered for Continuation*)

NOTE: Faculty approval may be submitted via email to studentrecitals@northwestern.edu and should contain authorization of assigned date and time.

Register for Recital Credit

Students should register for the appropriate course number, under the correct performance area, in the quarter the recital will be given. Students performing informal recitals should register for course number 305 ("Optional Recital").

All students must submit a copy of their course schedule with their recital contract. A screenshot sent to studentrecitals@northwestern.edu is also acceptable.

Indicate Equipment & Technical Needs

Students should use the contract to indicate the equipment their recital will require. **ALL requests for technical services must be discussed and approved by CMO technical services staff BEFORE submitting a recital contract.** Failure to indicate ALL requests may result in services or equipment being unavailable.

III. Recital Program & Web Copy

Recital repertoire is chosen at the discretion of the applied professor; however, personnel limitations and other factors—such as available equipment—should also be considered. Recitals are restricted to 75 minutes of stage time (or two hours for graduate conducting and composition recitals).

Provide all details on the form and the additional page as they should appear on the final printed program. Applied professors must sign the program form to approve the proposed repertoire.

III. Program Copy (cont'd)

Additional Program Page

Students must submit an additional typed page of detailed program information, labeled with their name, performance area, and the following—in program order—for each piece.

- Title of piece to be performed
- Name of larger work, opus number, year of composition
- Composer name and years of birth and death
- Transcriber or arranger, if applicable
- Movements to be performed, with appropriate numbering and title descriptions
- Accompanist and other assisting personnel
- Approximate duration of piece

The typed document should **clearly** indicate the placement (or absence) of intermission, as well as an **estimated running time** for the performance. Do not provide program notes or translations, as these will not be included.

ALL students are asked to submit **Recital Program & Web Copy**, even if they plan to design and produce their own programs.

IV. Recital Reception Waiver

All student recitals require submission of a signed recital reception waiver as part of the required contract materials, **even if** the student does not plan to hold a reception.

V. Contract Deadlines

Fall Recitals 2018

Friday, October 19, before 5 p.m.

Winter Recitals 2019

Friday, January 18, before 5 p.m.

Spring Recitals 2019

Friday, March 22, before 5 p.m.

Student Recital Contract

To confirm their assigned recital slot, students must submit their recital contract materials **no later than 5 p.m.** on the date of the designated deadline.

Submit materials all together via email to studentrecitals@northwestern.edu or in person at the Concert Management Office.

Part 1 – Student Information

Registered for recital credit
Copy of schedule attached

Name (first and last)

Email Address

 @u.northwestern.edu

Instrument / Voice Category

Applied Professor

Applied Professor Email Address

 @northwestern.edu

Part 2 – Recital Information

Degree Program (choose one)

- Doctor of Musical Arts (DMA)
- Doctor of Philosophy (PhD)
- Master of Music (MM)
- Bachelor of Music (BM)

Assigned Recital Slot

 DAY of WEEK MONTH & DAY RECITAL START TIME VENUE

Part 3 – Equipment & Technical Services (Bienen School venues only)

Piano: Requested Instrument Harpsichord Conductor podium # Chairs # Stands

Requests for technical services below **must be approved by Concert Management Office staff before submitting contract.**

- Voice amplification
- Instrument amplification McClintock or Master Class Room only
- Audio playback
- Projector & screen
- Projection has sound
- # Microphones

NOTES

CMO Technical Services Approval

Part 4 – Signatures & Approvals

With my signature below, I agree to follow the terms and conditions of the Student Recital Scheduling policy guidelines.

Student Signature

Date

The student named here is authorized to give a recital on the date and time listed above.

Applied Professor Signature

Date

Concert Management Office Signature

Date

(office use only)

<input type="checkbox"/> Faculty signature of approval	<input type="checkbox"/> Additional page of program info
<input type="checkbox"/> Recital credit registration	<input type="checkbox"/> Recital reception waiver
<input type="checkbox"/> Program & web copy form	<input type="checkbox"/> RECITAL DATE CONFIRMED

Recital Program & Web Copy

All student recitals require submission of recital program and web copy as part of the required contract materials, **even if** a student creates their own programs.

Submit materials all together via email to studentrecitals@northwestern.edu or in person at the Concert Management Office.

Part 1 – Student Information

Check here if you plan to design and print your own recital programs but have enclosed your program information as web copy for the online calendar

Name (as it should appear in program)

Email Address

 @u.northwestern.edu

Instrument / Voice Category

Applied Professor

This is a joint recital (submit only one program form)

Degree Program

DMA MM BM

Instrument / Voice Category

Name (As it should appear in program)

Applied Professor

Email Address

@u.northwestern.edu

Part 2 – Recital Information

Degree Program (choose one)

- Doctor of Musical Arts (DMA)
 Doctor of Philosophy (PhD)
 Master of Music (MM)
 Bachelor of Music (BM)

Assigned Recital Slot

 MONTH & DAY RECITAL START TIME VENUE

Part 3 – Assisting Musicians

Name (as it should appear in program)

Instrument / Voice Category

Part 4 – Additional Typed Page

REQUIRED: Additional typed page of program info is attached with this form

- Performer's name and instrument
- Date of recital
- Placement of intermission
- Estimated running time of recital

In program order, for each piece:

- Title of piece to be performed
- Name of larger work, opus number, year of composition
- Composer's full name and years of birth and death
- Transcriber/arranger, if applicable
- Movements to be performed, with numbering and title descriptions
- Accompanist; assisting personnel
- Approximate duration of piece

Part 5 – Faculty Approval

The attached program repertoire is approved for performance by the above student(s).

Applied Professor Signature

CC: Date

Recital Reception Waiver

All student recitals require submission of a recital reception waiver as part of the required contract materials, **even if** a student does not plan to hold a reception.

Submit materials all together via email to studentrecitals@northwestern.edu or in person at the Concert Management Office.

Part 1 – Reception Locations & Equipment

Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Note the Jean Gimbel Lane Reception Room in the Ryan Center for the Musical Arts (RCMA) is **NOT** available for recital receptions. Graduate conducting and composition students giving recitals in Pick-Staiger Concert Hall may use the rehearsal room adjacent to the stage.

- RCMA north student lounge
 - First-floor student lounge located in front of McClintock Choral/Recital Room
 - Recitalists performing in **McClintock** and the **Regenstein Master Class Room** should use this area
 - 6 ft. tables may be found in the vending area adjacent to the space
- RCMA east lobby
 - Area located in front of the Jean Gimble Lane Reception Room on the east side of the RCMA lobby, adjacent to the backstage door leading to Galvin Recital Hall
 - Recitalists performing in **Galvin** and the **Ryan Opera Theater** should use this area
 - An 8 ft. table for receptions can be found backstage in each recital venue. **The ticketing counter in the RCMA lobby is NOT approved for recital reception use.**

Reservations are **NOT** accepted for these spaces and are subject to availability.

Part 2 – Reception Guidelines

A recital reception can be a great way to celebrate an important milestone with family and friends. However, holding these gatherings in Bienen School spaces is a privilege that shouldn't be abused. In fairness and consideration of everyone, students are expected to follow these guidelines:

- ***The Bienen School of Music expressly prohibits serving or consuming alcohol at any reception that occurs in a Bienen School facility.***
- Recitalists are responsible for clean-up after the reception. Tables should be wiped down and returned to the proper storage location, food and beverage waste discarded, and extraneous trash taken to the dumpster.
- Receptions, including clean-up, must be completed no later than 30 minutes following the end time of the scheduled recital slot. CMO does **NOT** provide custodial services for recital receptions.

Part 3 – Signature

I have read the recital reception information above and agree to follow the terms and conditions.

Student Signature

Date